

GENERAL EMPLOYMENT MATTERS**1.5.3****C. ATTENDANCE**

Employees are expected to report to work as scheduled, on time, and prepared to start work.

Unauthorized tardiness and absence cause disruptions in coverage of assignment and city operations. Employees are also expected to remain at work for their entire work schedule, except when required to leave on authorized city business or some other authorized leave. All departments shall keep daily attendance records of employee, which shall be reported to the Finance Director on the employee's timesheet.

Employees who anticipate an absence from all or a portion of their regular work schedule and wish to request a form of accrued leave time or unpaid leave time should follow the procedures provided in these Rules of Memoranda of Understanding for the particular type of leave that they are requesting.

Employee who are unexpectedly unable to report to work as scheduled on any particular day must call/text their immediate supervisor no later than their schedule time to begin work for that day, or as otherwise required by the Department. If the employee's immediate supervisor is not available, then the employee must notify the Department Head or his/her designee. Employees must inform their supervisor of the expected duration of any late arrival or absence. Employees must report their absence each day. Failure to do so is considered an unreported absence. Employees who call later than their scheduled time to begin work for their assigned shift will be deemed to have an unreported absence. Failure to contact the department at all to report an absence will be considered a no call/no show. Employees who are absent for three (3) or more consecutive days without notifying their department will be presumed to have abandoned/resigned their position. The Office of Human Resources will provide a notice of separation to the employee's last known address. If within 10 days of said notice, the employee can show good cause for the failure to report to duty, the HR/Risk Management Director, in his/her discretion may, after consultation with the Department head, reverse the resignation.

Any reported absence that is three (3) or more consecutive days will be considered a leave of absence, subject to approval. Please refer to the Leave of Absence Section X. Abuse or misrepresentation of any form of accrued or unpaid leave time will be grounds for discipline.

Failure on the part of an employee who is absent without notification or authorization to return to duty within twenty-four (24) hours after a notice to return to duty has been delivered to their last known telephone number and or address will constitute an automatic resignation effective as of the last day an employee worked if, within 10 days of said notice, the employee can show good cause for the failure to return to duty, The Human Resources Director, in his/her discretion may, after consultation with the Department Head, reverse the resignation.